

BUILDING PERMIT APPLICATION
INSPECTIONS DIVISION – COMMUNITY DEVELOPMENT



DATE SUBMITTED: _____ APPLICATION/PERMIT NUMBER _____

1. Type of Permit: ☐ Building ☐ Demolition ☐ Sign ☐ Swimming Pool ☐ Other _____
2. USE: ☐ New Use ☐ Existing Use ☐ Change of Use ☐ Other _____
3. STRUCTURE: ☐ Single Family ☐ Duplex ☐ Multi-Family (☐ Apartment ☐ Condominium ☐ Townhouse)
☐ Mobile Home ☐ Modular ☐ Accessory (☐ detached “or” ☐ attached)
☐ Commercial/Office ☐ Commercial Upfit ☐ Commercial Shell Only ☐ Church ☐ Industrial
4. CLASS OF WORK: ☐ New (provide plot plan) ☐ Addition (provide plot plan) ☐ Alteration (no addition or expansion)
☐ Repair ☐ Roofing
5. SIGN: ☐ Wall Sign (No._____) Building Frontage _____ Sign Surface Area _____
☐ Freestanding Sign (No._____) Lot Frontage _____ Sign Surface Area _____
☐ Off-Premise Sign (No._____)---**SITE PLAN REQUIRED** (new or altered)

Wall signs and freestanding signs **must** be on separate applications. Sign drawings with dimensions and proposed location must be submitted with application. See required information for sign permits for more details. Incomplete applications will not be processed.

6. Heated and Unheated Square Ft. Total _____ No. of stories _____ Total Height _____ (ft. above grade)

7. Description of construction: _____

8. Construction Cost: \$ _____ Permit Fee: _____ ☐ Septic tank

Lien Agent Name: _____ Lien Agent Email: _____

Lien Agent Physical Address: _____

Lien Agent Mailing Address: _____

Lien Agent Telephone #: _____ Lien Agent Fax #: _____

9. Job Address _____ PARCEL# _____

10. Subdivision _____ Lot# _____ Corner Lot: ☐ No ☐ Yes - Comply with side setback from side street*

11. Owner (of property) _____ Address _____ Ph. _____

12. Contractor _____ Contact name _____ Ph. _____
(If unlicensed contractor, complete an Unlicensed Contractor Notary Form)

13. Contact email _____

14. NC License # _____

(This Section to Be Completed By Planning/Zoning Division)

Zoning District: _____ Flood Zone (☐ No ☐ Yes Min. Fl. Elv _____) Airport Zone (☐ No ☐ Yes Max Height _____ ft.)

☐ Cluster Subd. Historic (☐ Prop. - ☐ District) ☐ Watershed ☐ Central Business ☐ Fire District ☐ Greenway

☐ Stream Buffer ☐ Easement / Sewer (☐ Public - ☐ Septic) Hydrant (☐ No - ☐ Yes) ☐ Annex. Req. ☐ Subd. Req.

R/W Street Frontage Setback ____ ft Side Setback ____ ft. *Corner lot - Side setback from side street R/W ____ ft. Rear Setback ____ ft.

Max. Height _____ ft. Min. Lot: Area _____ sq. ft. Frontage _____ ft./R/W Width _____ ft./MBL

Max. Lot Coverage _____ % - _____ sq. ft. Accessory Separation _____ ft./dwelling - _____ ft./accessory

Total Lot Area (Land Disturbance) _____ Sq.Ft. ☐ Required** Plot Plan Attached. **Effective Jan. 1, 2015.

Comments: _____

THE APPLICANT/CONTRACTOR AGREES TO COMPLY WITH ALL OF THE APPLICABLE LAWS REGULATIANG THE DESCRIBED WORK AND BUILD ACCORDING TO THE CODE IN EFFECT AT THE TIME OF ISSUANCE OF THE PERMIT. APPLICANT/CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH DEED RESTRICTIONS AND DEVELOPMENT COVENANTS AND IS ALSO RESPONSIBLE FOR SECURING ALL NC DEPARTMENT OF TRANSPORTAION (DOT) APPROVALS AS RELATED TO SIGNS, DRIVEWAYS AND RIGHT-OF-WAY ENCROACHMENT AFFECTING STATE STREET SYSTEM UNDER DOT JURISDICTION. CONTRACTOR IS RESPONSIBLE TO MAINTAIN WORKSITE AND FOR THE REMOVAL OF ALL CONSTRUCTION WASTES FROM JOB.

Print Applicant Name: _____ Date _____

Signature of Applicant: _____ Date _____

Development Administrator: _____ Date _____

Inspections Approval By: _____ Date _____